

JUDICIAL BRANCH OF ARIZONA *in* MARICOPA COUNTY

PRIVATE ATTORNEY SCREENING SYSTEM – P.A.S.S.

EXPRESS Screening

THE TIME HAS FINALLY ARRIVED!!

Pursuant to Administrative Order No. 2006-078, Maricopa County Judicial Branch will once again issue “Express Screening” private attorney ID cards for entrance into Judicial Branch facilities.

- An FBI Identification Record Request will need to be completed prior to obtaining an ID card. Follow Instructions carefully.
www.fbi.gov/hq/cjisd/fprequest.htm
Enclose Page 4 of this packet with your FBI Request.
- Once you receive your FBI fingerprint information (6-8 weeks), you may contact Court Security, 602-506-7034, to schedule an appointment to complete the badging process.
- Complete Page 2 of this application and bring with the completed FBI Fingerprint Card and Report to:
Judicial Branch of Arizona in Maricopa County
Department of Judicial Security
201 W. Jefferson Lower Level
Phoenix, Arizona 85003
- A fee of \$25.00 must be paid at the time of issuance. Check or money order payable to Maricopa County Treasurer’s Office, will allow the card to be issued at time of payment. **NO CASH WILL BE ACCEPTED.**
- **DO NOT** send payment with application. Submit payment in the Security Office when the ID is issued.
- The ID card is issued for one calendar year and will automatically expire on December 31st of the current year.
- Renewals will be available mid November and December for the following year.
- The Court Security Office or the Court Administrator’s Office must be notified as soon as possible if there is a change in status of the attorney such as a resignation, suspension or disbarment from the practice of law, retirement, if the card is lost or stolen or the attorney is personally involved in litigation.
- If you have any questions you may contact **Nelda Hudson, 602-506-7034.**



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Non-Employee Identification Badge Request

Attorney

Expiration_____

APPLICANT INFORMATION				
LAST NAME		FIRST NAME		M.I.
ADDRESS	APT. #	CITY	STATE	ZIP
HOME TELEPHONE	WORK TELEPHONE		EMPLOYER OR FIRM	
SOC. SEC NUMBER	STATE BAR #	DATE OF BIRTH	PLACE OF BIRTH	
HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR	
CONDITIONS OF ISSUANCE				
<p>I, the undersigned understand and agree that submission of this application will subject me to a background check including a review of criminal history records and discovery of any outstanding warrants and/or holds.</p> <p>I understand that this Express Screening Card is not a Security Bypass I.D. or badge. I may use this badge to access an attorney "Express Lane" if available at the facility.</p> <p>I understand that this I.D. card/badge is issued to me personally and I agree to assure its proper use, including:</p> <ol style="list-style-type: none"> 1. Not allowing this card to be used by any other person; 2. I will not use the card for personal or private business; 3. Immediately notifying the Court Security Office if this card is lost or stolen; 4. I will return the I.D. card/badge to Court Security upon its expiration or upon my resignation; and, 5. I will pay a \$12.00 replacement fee for the I.D. card/badge if it becomes lost or stolen. 6. I have attached my fingerprints and FBI background check result. I certify that the results are authentic and the document reflects the results I received from the FBI. 7. I attest under penalty of perjury that I have not committed any felonies. 				
APPLICANT SIGNATURE				DATE
AUTHORIZING SIGNATURE (Presiding Judge or Designee)				DATE
APPROVAL SIGNATURE (Court Security Department)				DATE
***** COURT SECURITY USE ONLY *****				
PHOTO IDENTIFICATION		PROFESSIONAL IDENTIFICATION		
DR. LIC./I.D. # exp.	FINGERPRINT CHECK RC'D	CREDENTIAL #	ISSUED BY:	

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To Obtain Fingerprints:

Maricopa County Sheriff's Department

201 W. Jefferson

Phoenix, AZ 85003

Cost: \$8

Days: Monday, Tuesday & Thursday 9 AM-2 PM

Preferred Info Services (referred by Mesa Police Department)

54 S. Center

Mesa, AZ 85210

Cost: \$10 Cash ONLY

Days: Monday – Friday 8:30 AM – 4:30 PM

Phoenix Police Department

620 W. Washington

Phoenix, AZ 85003

Cost: \$6

Days: Monday – Friday 7:30 AM – 4:30 PM

Scottsdale Police Department

9065 E. Via Linda

Scottsdale, Arizona 85258

Cost: \$8

Days: Thursday 1 PM – 2 PM Saturday 11 AM – 12 PM

Must bring own card & Must live or work in Scottsdale.

Glendale and Mesa Police Departments and Department of Public Safety do not offer this service.

You may consult the Yellow Pages under Fingerprinting for other locations.



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Department of Judicial Security
201 W. Jefferson
Phoenix, Arizona 85003
602-506-7034

MEMORANDUM

TO: FBI CJIS Division - Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

FROM: _____

DATE: _____

RE: FBI Identification Record Request

I am requesting a copy of my FBI Identification Record.

I have enclosed the following:

- This written Request
- Standard Fingerprint Card Form (FD-258)
- Money Order or Certified Check for \$18 payable to:
Treasury of the United States

Please return results to:

Requestor Name _____

Requestor Address _____

City, State Zip _____

Thank you for your prompt attention.

Signature _____

Address _____
